

## **Questioned Documents Unit (QDU) Case Assignment and Case Receiving**

### **1 Scope**

These procedures supplement the corresponding sections of the *FBI Laboratory Operations Manual* (LOM) and apply to Questioned Documents Unit (QDU) Unit Chief who will ensure that all cases will be assigned to examiners that receive requests for examinations using both the Legacy system and Forensic Advantage (FA).

### **2 Responsibilities**

#### **2.1 An Examiner will:**

- Advise his/her Supervisor and/or Unit Chief of work schedule changes.
- Accept the transfer of evidence from personnel from another unit serving as the Evidence Analyst (EA). This may be a direct transfer of evidence or the evidence may be placed in the QDU Evidence Storage Room (ESR).
- Receive notification by personnel from another unit serving as the EA (either via email or telephone call) or via FA that evidence is available for examination.
- Receive drug or valuable evidence directly from appropriately trained personnel or retrieve and return to/from the dual-safe in the QDU ESR or return such evidence directly to appropriately trained personnel.

#### **2.2 The Unit Chief will ensure the following is conducted:**

- Update and maintain the QDU case assignments in Forensic Advantage.
- Assign requests for examinations to examiners.

### **3 Procedures**

#### **3.1 Determining the Examiner Assignment**

The Unit Chief will ensure the assignment of all cases to examiners will be completed. The Unit Chief is notified via FA or by personnel from another unit serving as the EA (via email or telephone) that a case needs to be assigned. These are general guidelines that should be followed to determine the examiner assignment, but the individual assigning a case has latitude in deciding if any, or all, of the following criteria have a bearing on a particular case assignment:

- The number of cases that are currently assigned to the examiner.

- The complexity of the cases that are currently assigned to the examiner.
- The number of deadline cases that are currently assigned to the examiner.
- If a case is received on the weekend or after hours, the individual assigning the case will refer to the weekly duty list for the examiner assignment.

### **3.1.1 Major Case Assignment**

Major cases are assigned based on the caseload and availability of an examiner. Typically, all subsequent requests for examinations in a major case are assigned to the examiner who was assigned the first submission.

The Unit Chief may direct other examiners to assist in the examination of major cases, cases with voluminous items, multiple requests for examinations, or cases of a complex nature.

### **3.1.2 Special/Weekend Case Assignments**

If an immediate request for examination is received after normal business hours or on the weekend, the assignment of the case will be based on the weekly duty list, which is maintained on the unit calendar. The Unit Chief will advise the examiner's supervisor.

## **4 References**

*FBI Laboratory Operations Manual*

*FBI Laboratory Quality Assurance Manual*

*QDU Quality Assurance Manual*

Rev. #	Issue Date	History
4	03/01/18	1 Scope, deleted “assigns” “or employees”, added “Unit Chief” “will ensure that all will be assigned to examiners” 2 Responsibilities, deleted “Case Assignment Program Manager (CAPM)”, added “Unit Chief”, deleted “Case Storage Facility (CSF), added “Evidence Storage Room (ESR).”, added “or retrieve to/from the dual-safe in the QDU ESR” “or”. 2.2, deleted “The CAPM or designee will:”, added “The Unit Chief will ensure the following is conducted:”, deleted “case Management System”, added, “case assignments in Forensic Advantage” 3 Procedures, first sentence, deleted “The CAPM or designee is responsible for” “or designee”, added “The Unit Chief will ensure” 3.1.2 Special/Weekend Case Assignments, deleted “If this request is received and assigned to an examiner by the” “the CAPM” “and the examiner’s supervisor will be advised.” added, “The” “ will advise the examiner’s supervisor.”
5	09/26/19	Section 2.1, second bullet, deleted “Request Coordinator (RC)” added “Evidence Analyst (EA)” Section 2.1, third bullet, deleted “RC” added “EA.” Section 3.1 deleted “RC” added “EA.”

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**Approval**

Questioned Documents  
Unit Chief

Date: 09/24/2019

Questioned Documents  
Technical Leader

Date: 09/24/2019

Footwear/Tire Tread  
Technical Leader

Date: 09/24/2019

**QA Approval**

Quality Manager

Date: 09/24/2019